

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **TAX MAP TECHNICIAN**

Jurisdictional Class: **Competitive**

Date Adopted: **Sept. 9, 1985**

Date Revised: **9/28/98; 9/25/01; 9/07**

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **9**

DISTINGUISHING FEATURES OF THE CLASS: A Tax Map Technician accurately plots and maps changes in property lines on a tax map. Basic data is obtained from property transfer records, aerial and other tax maps and direct field observations. The work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plots and maps tax map changes to scale by use of drafting machine, protractor and various scales;

Computes acreage involved in each change for information of assessors;

Checks and searches property records and tax maps to correctly identify parcels or portions intended for transfer of title;

Locates parcel information such as geographic location and property lines for abstractors, assessors, attorneys, real estate brokers and others;

Interprets descriptions of conveyance shown on maps for information of assessors and property owners;

Performs field checks to assist with the solution of mapping problems;

Confirms identity of property described on tax rolls and other records as assessed prior to adoption of tax map.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the practices and principles of drafting and the instruments used; working knowledge of mathematics including plane geometry; ability to correctly identify and transfer property lines to maps as described in deeds and legal documents; ability to understand and interpret complex oral and written information; good judgment, initiative and integrity.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in engineering or architectural technology; **OR**
- (B) Completion of two (2) years of a regionally accredited or New York State registered college course leading to a Bachelor's Degree in engineering or architecture, **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in surveying, drafting or sub-professional engineering work involving drafting, **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A) and (C) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

Last Reviewed: 09/07

Last Updated: 09/07

Reviewed By: n/a

Last Reallocated: n/a

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